

**Director of the Office of Criminal Justice Programs,  
Tennessee Department of Finance and Administration  
Monthly Salary Range \$5,009 - \$9,015**

**Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree, master's preferred, and Ten (10) years of experience in managing programs of increasing responsibility and complexity, with at least 5 years of experience in a supervisory role, and 10 years supervisory experience preferred.

**Examination Method:**

The job title is Executive Service and serves at the pleasure of the appointing authority of the department in which the position is located.

**Summary:**

This position operates, largely independently, under the Assistant Commissioner of Administration within the Department of Finance and Administration.

**Distinguishing Features:**

The Director is responsible for administration of approximately 22 State and Federal fund sources totaling \$56,000,000 to fund some 300+ criminal justice initiatives and victim service programs. This office, in partnership with the F&A Office of Business and Finance, ensures that all State and Federal regulations are followed. The director is supported by a staff of 22, primarily executive service staff.

**Work Activities: Guiding, Directing, and Motivating Subordinates:**

- Directly supervises the OCJP Fiscal Director to ensure that all State and Federal funds are regularly reconciled to ensure maximum use of the funds.
- Directs the fiscal unit in creation of the annual office budget.
- Oversees the work of the two other units within the office; Quality Assurance and Programs.
- Sits on the Governors Public Safety Subcabinet Group which meets quarterly and is responsible for the Governor's Public Safety Plan
- Is the Primary Liaison with State and Federal funders for approximately 300 criminal justice and victim service programs which are implemented at the state and local level.
- Oversees the research and implementation of annual strategic planning process, working closely with numerous federal, state and local agencies to develop the "Tennessee's Statewide Strategy for Drug Control, Violence Prevention, victim services and Criminal Justice System Improvement".
- Identifies areas of need in the State by reviewing crime trends, trends in demographics and emerging issues. Develops plans to mitigate the impact of crime.
- Prepares written reports and briefings for the legislature, the US Department of Justice, State Agencies and the citizens of Tennessee related to the criminal justice and victim services field.
- Works closely with high level State and local government officials on statewide projects.

**Coaching and Developing Others:**

Mentors and develops staff using a supportive and collaborative approach.

- Creates, conducts, and approves job plans and performance evaluations for assigned subordinates.
- Addresses and/or recognizes the performance of assigned subordinates appropriately in accordance with established policy.
- Provides coaching to assigned subordinates on appropriate performance management techniques in accordance with recommendations from department Human Resources personnel.

**Analyzing Data or Information:**

- Is able to interpret crime data collected by staff to determine areas of needs.
- Uses sub-recipient data to identify ways to maximize funding in the area of victim services.
- Is able to determine from quarterly program reports whether or not a program is meeting its performance measures.

**Developing Objectives and Strategies:**

- Uses the office Mission and Vision to drive development of objectives and strategies to make Tennessee a safer place to live.
- Develops objectives and strategies to identify and fill gaps and needs for services to crime victims.
- Develops objectives and strategies to ensure compliance, by the office and grant sub-recipient, of State and Federal requirements.

**Communicating with Supervisors, Peers, or Subordinates:**

- Prepares and conducts meetings with executive leadership within OCJP.
- Prepares and conducts meetings with full staff with-in OCJP.
- Communicates regularly with other units with-in F&A to include Office of Business and Finance, the Legal Office, Internal Audit and Human Resources.
- Communicates regularly with subordinates and peers in regards to operational goals, initiatives and priorities to ensure operational consistency and success.

**Communicating with Persons outside Organization:**

- Serves on department and statewide committees regarding criminal justice and victim service matters.
- Consults with external and internal auditors and state, federal and local officials regarding the financial grants and grant sub-recipients.
- Interacts with external grant sub-recipients (service providers) to ensure contract fulfillment.

**Establishing and Maintaining Interpersonal Relationships:**

- Works with other departments and organizations to assure that operational and programmatic activities run smoothly and are influenced by stakeholder perspective.
- Works with State and Federal authorities to include their input on program design and accountability.
- Ensures healthy relationships with other departments, legislators, and organizations to maintain a collaborative working environment.

**Knowledge:**

- Rudimentary knowledge of accounting and financial reporting
- Advanced knowledge of laws, legal codes, government regulations and the legislative process
- Advanced knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques
- Advanced knowledge of principles and processes for providing customer and personal services, to include customer needs assessment and evaluation of customer satisfaction
- Advanced knowledge of the criminal justice system and/or services to victims of crime

**Skills:**

- Advanced interpersonal and social perceptiveness skills
- Advanced presentation skills
- Advanced judgment and decision making skills
- Advanced time management skills
- Intermediate public speaking skills
- Intermediate Project Management skills
- Intermediate negotiation and persuasion skills
- Complex problem solving skills
- Active listening skills

**Abilities:**

- Advanced oral expression and comprehension ability
- Advanced written expression and comprehension ability
- Ability to coach and mentor staff with diverse levels of expertise
- Inductive and deductive reasoning

**To Apply:**

Please send resume to: Buddy Lea, Assistant Commissioner of Administration at [Buddy.Lea@tn.gov](mailto:Buddy.Lea@tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*